500-121-8184-A

INITIATE/MAINTAIN THE PERSONNEL DATA-SIDPERS (DA FORM 2475-2)

TEC Lesson 500-121-8184-A

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PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216 5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

REVISED APRIL 1986

D 101.6/7:

If you have any questions or comments concerning this TEC Lesson, address them to:

Commander
U.S. Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless other specifically stated.

STUDENT/SUPERVISOR INSTRUCTIONS

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 75B, Personnel Administrative
- Skill level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- Correctly record personnel changes on DA Form 2475-2, Part I.
- Correctly record transaction data from DA Form 3813 (Part I) or DA Form 3728 onto DA Form 2475-2.

MATERIALS/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen, pencil and paper
- Nine DA Forms 2475-2
- Four DA Forms 3728
- DA Pam 600-8-1, Unit Level Procedures
- DA Pam 600-8, Management and Administrative Procedures

TIME REQUIRED

- Individual: 90 min
- Group: 120 min

REFERENCES

- STP 12-75B12-SM (Task 121-015-1202)

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you must have successfully completed TEC Lesson 500-121-8200-A
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material (equipment and personnel) required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer 10 of the 12 test items correctly.
- Make sure students have the material (equipment and personnel) required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/ Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 500-121-8184-A

Revised April 1986

INITIATE/MAINTAIN PERSONNEL DATA SIDPERS (DA FORM 2475-2)

This test consists of one situation that covers the training objective of the lesson. Those items that are scored have a total value of 12 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on pages 65 - 70. If you do not score 8 out of 10 points when completing Part I of DA Form 2475-2, and 2 out of 2 points when completing Part II of DA Form 2475-2, you must take the lesson, or take it again if you have already taken it.

Situation

You are the Personnel Administration Specialist for Co A, 3d Bn, 77th IN, 54th IN Div (Mech), (WAAZAC), Fort Atterbury, IN 46124-9311. Today is 30 July 1994. Documents for three men in your unit are provided for you as follows: documents for PFC Blank are on pages 4, 5, 6, 7, and 8; documents for PFC Zimmerman are on pages 9, 10, 11, and 12; and documents for PFC Bennett are on pages 13, 14, and 15.

Using DA Pam 600-8 (Procedure 9-11), blank DA Forms 2475-2, and a pen or pencil as appropriate; complete a DA Form 2475-2 with the information provided on all the other documents. (Put an "X" in any block that would require someone's signature or written initials.)

PRETEST/POSTTEST

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1, the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
BLANK, WALTER DAVID	493-85-1099	PFC E-3	O POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
Pers Admin Spec	4438	1080 W. Elm St Ft Atterbury, IN 46124	526-8810

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
WANDA J. BLANK (WIFE) 1080 W ELM ST FT ATTERBURY, IN 46124	CHICAGO, IL

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
Chicago, IL	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
11B 99/Oct 98	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
1LT	JOE WILLIAMS	JW			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NOT USED	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R · PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

READEX FICHE best copy available

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf *(Section III)*. Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
Commander, 3d Bn 77th IN 54th IN Div (Mech) Ft Atterbury, IN 46124-9310	MILPO 54th IN Div (Mech) Ft Atterbury, IN 46124-9308	COMMANDER , Co A, 3d Bn 77th IN, 54th IN Div (Mech) Ft Atterbury, IN 46124-9311

SECTION I - PERSONAL IDENTIFICATION

NAME *(Last, first, MI)*	GRADE OF RANK/PMOS *(Enl only)*	SOCIAL SECURITY NUMBER
BLANK, Walter D.	PFC E-3	493-85-1099

SECTION II - DUTY STATUS CHANGE *(Proc 9-1, DA Pam 600-8)*

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School *(Enl only)*			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Oversea Service			Officer Candidate School	
	Ranger Training			Asgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment *(Enl only)*			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training *(Enl only)*			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		X	Other *(Specify)* Advancement to E4	

SIGNATURE OF MEMBER *(When required)* | DATE

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

ADVANCED TO: SPECIALIST E4

AUTHORITY: Chapter 7, AR 600-200

EFFECTIVE DATE: 15 July 1994

DATE OF RANK: 15 July 1994

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ IS APPROVED ☐ RECOMMEND APPROVAL ☐ IS DISAPPROVED ☐ RECOMMEND DISAPPROVAL

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
JAMES R. CLEVERLY CPT, IN, Commanding	James R. Cleverly	15 July 1994

DA FORM DEC 82 4187 EDITION OF FEB 81 WILL BE USED. COPY 1

ROUTING AND TRANSMITTAL SLIP

Date: 30 Jul 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Bns Admin Spec		
2.		
3.		
4.		
5.		

✓	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

Blanks duty phone has been changed to 2137.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
CPT P. Neely	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

NAME	SSN
BLANK, WALTER DAVID	493-85-1099

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940120	ARR/940119/OVME1/AAZAC////						
	AB30.	940119	J.W.	AK940123	X		

Note 1. P=Processed U=Unprocessed

* U.S. G.P.O. 1981-765-042/1119

DA FORM 2475-2 (Reverse)

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

NOTE: Number in parenthesis indicates columns where data is to be punched

DATE PREPARED	BATCH NO	SIDPERS INPUT AND CONTROL, DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)				REPORTS CONTROL SYMBOL CSGP A-1168 (NM 11)
TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	NAME (11-15)	SOCIAL SECURITY NUMBER (16-24)	CARD DATA (25-26)	ACTION DATA ELEMENTS (27-67)	
940715	GRCH	BLANK	493-85-1099	12	SP4/D/940715•	

DA FORM JUL 81 3813

REPLACES DA FORM 3813 (TEST), 1 MAR 80, WHICH WILL BE USED

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
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d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC)
AAZAC

UNIT/STATION
Co A. 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
ZIMMERMAN, WAYNE CHARLES	444-34-6442	PFC E-3	A NEG

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PAS	0648	430 GREEN ST FT ATTERBURY, IN 46124	761-0098

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
DIANE ZIMMERMAN (WIFE) 430 GREEN ST FT ATTERBURY, IN 46124	BUFFALO, NY

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
Buffalo, New York	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
71L 90/AUG 92	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
1LT	JOE WILLIAMS	JW			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
	NOT USED		
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

PRETEST/POSTTEST

DEPARTMENT OF THE ARMY
Headquarters 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46124-9105

PERMANENT ORDERS 15-5 20 July 1994

ZIMMERMAN, WAYNE C. 444-34-6442 PFC Co A 3d Bn 77th IN 54th IN Div (Mech) (WAAZAC) Fort Atterbury, IN 46124-9311

Announcement is made of the following award.

Award: Army Commendation Medal
Date(s) or period of Service: 4th Quarter FY 93
Authority: Paragraph 2-18, AR 672-5-1
Reason: For Meritorious Achievement
Format: 320

FOR THE COMMANDER

DISTRIBUTION:
A

JAMES L. SMITH
CPT, AG
Adjutant

Note: The abbreviation for Army Commendation Medal is ARCOM.

ROUTING AND TRANSMITTAL SLIP

Date: 30 July 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Res Admin Spec		
2.		
3.		
4.		
5.		

✓	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

I want 2LT DAVID EVANS to be my authorized representative for SIDPERS.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

1LT Williams

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date: 30 July 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. P.A.S.		
2.		
3.		
4.		
5.		

✓	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

Zimmerman's home phone number is 761-2122.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

A. P.S.

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
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PART I

ORGANIZATION *(UPC)*

UNIT/STATION

1. NAME *(Last, first, middle)*	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS *(Include ZIP Code)*	8. LOCAL PHONE NO.

9. NEXT OF KIN *(Name and address) (Include ZIP Code)*	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)

13a. SQT PRIMARY *(Score and date)*	13b. SQT SECONDARY *(Score and date)*

14.	15.	16.	17.

REMARKS

NOTE TO STUDENT: THERE IS NO INFORMATION TO COPY FOR BENNETT. HE IS A NEW MAN FOR YOUR UNIT. LOOK AT HIS DOCUMENTS AND FILL OUT A DA FORM 2475-2 FOR HIM WITH WHATEVER INFORMATION YOU HAVE.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/ designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 28 SEP 75 ARE OBSOLETE.

PRETEST/POSTTEST

DEPARTMENT OF THE ARMY
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5000

ORDERS 150-2 25 July 1994

BENNETT, TIMOTHY J. 394-59-1948 PFC Co D 2d Bn Trp Bde (W1D2D0) Fort Benjamin Harrison, IN 46216-5010

You will proceed on permanent change of station as indicated.

Assigned to: Co A 3d Bn 77th IN 54th IN Div (Mech) (WAAZAC) Fort Atterbury, IN 46124-9311

Reporting Date: 29 July 1994

Additional Instructions: NA

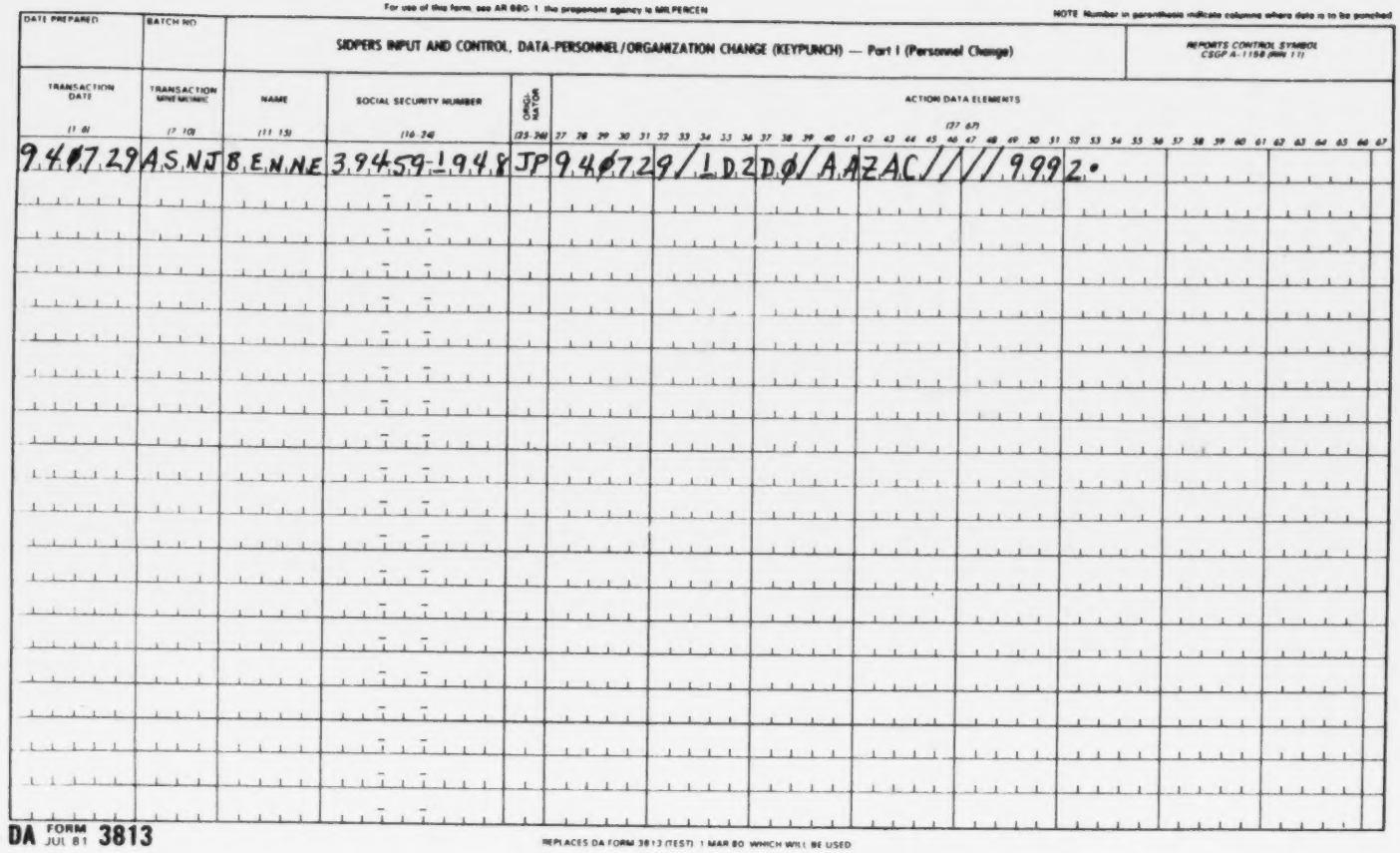
FOR ARMY USE:
Auth: Msg, DAPC-PP-IN 10 Jul 92
Asgd to mgt dsg: 11B100000
Pers Con No: 6A0 111
MDC: 4AE8
PEBD: NA
Format: 410

Control Specialty: NA
PMOS/PPSI: 11B100000
Enl/REEMLB Indic: NA
PPD: NA
Proj Specialty: NA

FOR THE COMMANDER:

ROGER J. STONE
CPT, AG
Adjutant

DISTRIBUTION
A plus
1-DAPC-PP-IN



For use of this form, see AR 680-1; the proponent agency is MILPERCEN

NOTE: Number in parenthesis indicate columns where data is to be punched

SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

REPORTS CONTROL SYMBOL CSGPA-1158 (MIN 11)

DATE PREPARED	BATCH NO				
TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	NAME (11-15)	SOCIAL SECURITY NUMBER (16-24)	ORGANIZATION (25-26)	ACTION DATA ELEMENTS (27-67)
940729	ASNJ	BENNE	394-59-1948	JP	940729/1D2D0/AAZAC///999 2•

DA FORM JUL 81 3813

REPLACES DA FORM 3813 (TEST), 1 MAR 80, WHICH WILL BE USED

PRETEST/POSTTEST

(Page 16 is intentionally left blank.)

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INTRODUCTION

When you have completed this lesson, you, the Personnel Administration Specialist, will be able to record personnel changes on DA Form 2475-2 (Personnel Data - SIDPERS) (Part I) using data taken from several source documents including DA Forms 2A, 2-1 and 4187. You will be also be able to post new data to Part II of DA Form 2475-2 using transaction data taken from DA Form 3813 (Part I) or DA Form 3728.

Before you begin this lesson, look over the information and instructions contained in Procedure 9-11, DA Pam 600-8. This part of the manual will tell you almost all that you need to know to complete the PDC correctly.

The DA Form 2475-2, or PDC for short, is one of the basic SIDPERS documents that you will be working with as a Personnel Administration Specialist. There is a DA Form 2475-2 maintained for each member of your unit.

The purpose of this form is to provide your unit commander, your first sergeant, and you, with personnel information that will help when preparing SIDPERS Change Reports and personnel action requests. Here are some other uses of the PDC:

- To maintain up-to-date information on soldiers in your unit.
- To provide a historical and legal record of each soldier's service.
- To maintain a trail of transactions submitted to SIDPERS.
- To adjust the strength of your unit against other SIDPERS rosters and reports.

The first part of the following lesson will show you, step by step, how to complete Part I of the PDC with the help of DA Pam 600-8.

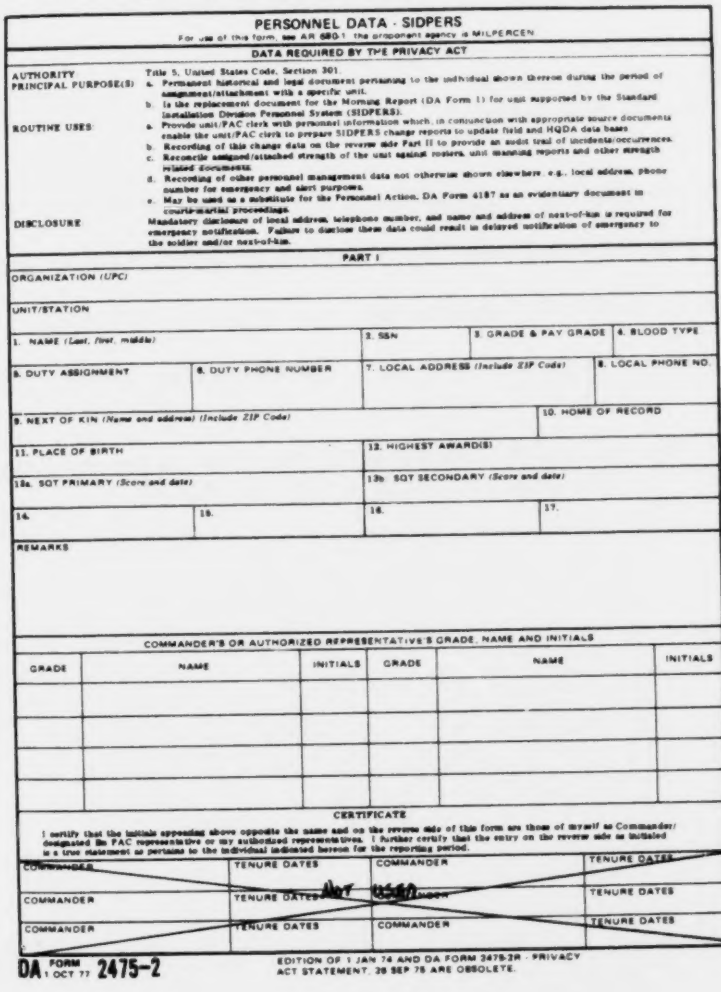
TEC LESSON

PERSONNEL DATA, SIDPERS, DA FORM 2475-2, PART I

Personnel Data Section

Now that you have read Procedure 9-11 of DA Pam 600-8, you realize how essential it will be to you. It is important that you know where to find information on this form so that your daily job of maintaining it will be easier.

Illustrated below is Part I of the PDC. Some of the information entered in Part I of this form is permanent information and must be either typed or legibly printed in black or blue-black ink. Other information is temporary and is entered in pencil. You will be told which entries are temporary and which are permanent as you proceed through these instructions.



PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

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PART I

ORGANIZATION (UPC)

UNIT/STATION

1. NAME (Last, first, middle)		2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)		8. LOCAL PHONE NO.
9. NEXT OF KIN (Name and address) (Include ZIP Code)				10. HOME OF RECORD
11. PLACE OF BIRTH		12. HIGHEST AWARD(S)		
13a. SQT PRIMARY (Score and date)		13b. SQT SECONDARY (Score and date)		
14.	15.	16.	17.	

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/ designated the PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES		TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT 30 SEP 75 ARE OBSOLETE.

The first line of this form is the Organization Unit Processing Code (UPC). The UPC is a five-character code which may contain both numbers and letters to identify a specific unit. The next line is the Unit/Station. This is the unit to which the soldier is assigned or attached. The unit block will include the complete mailing address. These two entries are generally permanent entries. The exceptions will not be discussed in this lesson. For this lesson, consider them permanent entries.

PART I				
ORGANIZATION (UPC): 2FJAA				
UNIT/STATION: Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle): SMITH, ALFRED EDWARD		2. SSN: 123-45-6739	3. GRADE & PAY GRADE: PFC E-3	4. BLOOD TYPE: A POS
5. DUTY ASSIGNMENT: PERSONNEL ADMIN-ISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER: 6073	7. LOCAL ADDRESS (Include ZIP Code): 17 RIVARSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO.: 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD	

DA FORM 2475-2

Items 1 and 2 are also permanent entries and are either typed or printed in ink. Item 1 contains the name of the soldier (Alfred Edward Smith). The name is entered in this block by placing the last name first, followed by the first name then the middle name, to include JR, SR, or the III as appropriate. Item 2 contains the Social Security Number of Alfred Edward Smith. You see that his number is 123-45-6789.

PART I				
ORGANIZATION (UPC): 2FJAA				
UNIT/STATION: Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle): SMITH, ALFRED EDWARD		2. SSN: 123-45-6739	3. GRADE & PAY GRADE: PFC E-3	4. BLOOD TYPE: A POS
5. DUTY ASSIGNMENT: PERSONNEL ADMIN-ISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER: 6073	7. LOCAL ADDRESS (Include ZIP Code): 17 RIVARSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO.: 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD	

DA FORM 2475-2

TEC LESSON

In item 3 is Smith's rank and pay grade, which in this case is PFC and E3, respectively. Because this changes with every promotion, you enter this information in pencil. Item 4 is a permanent entry showing PFC Smith's blood type and RH factor.

PART I				
ORGANIZATION (UPC) 2FJAA				
UNIT/STATION Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle) SMITH, ALFRED EDWARD		2. SSN 123-45-6739	3. GRADE & PAY GRADE PFC E-3	4. BLOOD TYPE A POS
5. DUTY ASSIGNMENT PERSONNEL ADMINISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER 6073	7. LOCAL ADDRESS (Include ZIP Code) 17 RIVARSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO. 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD	

DA FORM 2475-2

Items 5, 6, 7 and 8 are all temporary entries and are all filled in with pencil. You enter PFC Smith's present duty assignment in item 5 and his duty telephone number in item 6. His present local address is entered in item 7 with his home telephone number (local) entered in item 8. Look at the illustration and see how these items are filled in.

PART I				
ORGANIZATION (UPC) 2FJAA				
UNIT/STATION Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle) SMITH, ALFRED EDWARD		2. SSN 123-45-6739	3. GRADE & PAY GRADE PFC E-3	4. BLOOD TYPE A POS
5. DUTY ASSIGNMENT PERSONNEL ADMINISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER 6073	7. LOCAL ADDRESS (Include ZIP Code) 17 RIVARSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO. 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD	

DA FORM 2475-2

The information contained in items 9 and 10 is also temporary and is entered in pencil. In item 9 you must enter PFC Smith's next of kin and the relationship, and in item 10 you enter his home of record.

PART I				
ORGANIZATION (UPC) 2FJAA				
UNIT/STATION Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle) SMITH, ALFRED EDWARD		2. SSN 123-45-6739	3. GRADE & PAY GRADE PFC E-3	4. BLOOD TYPE A POS
5. DUTY ASSIGNMENT PERSONNEL ADMINISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER 6073	7. LOCAL ADDRESS (Include ZIP Code) 17 RIVARSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO. 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code) RYAN SMITH (FATHER) 125 MAIN ST., ALBANY, NY 01224			10. HOME OF RECORD ALBANY, NY	
11. PLACE OF BIRTH		12. HIGHEST AWARD(S)		

DA FORM 2475-2

PFC Smith's place of birth is entered in item 11 and is a permanent entry. The highest award held is entered in item 12 and is a temporary entry.

9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD
RYAN SMITH (FATHER) 125 MAIN ST., ALBANY, NY 01224			ALBANY, NY
11. PLACE OF BIRTH		12. HIGHEST AWARD(S)	
Albany, NY		ARCOM	
13a. SQT PRIMARY (Score and date)		13b. SQT SECONDARY (Score and date)	
75B 89/ OCT 92			
14.	15.	16.	17.

DA FORM 2475-2

Item 13a is used to record the primary MOS, the Skills Qualification Test (SQT) score and the date the test was taken. Item 13b is used the exact same way except you will enter the secondary MOS (if he has one) along with the score and date tested. These items are temporary. Items 14 and 15 are held in reserve for the Department of the Army in case they are needed. Items 16 and 17 can be used by local commanders for any information they might want entered.

11. PLACE OF BIRTH		12. HIGHEST AWARD(S)	
Albany, NY		ARCOM	
13a. SQT PRIMARY (Score and date)		13b. SQT SECONDARY (Score and date)	
75B 89/ OCT 92			
14.	15.	16.	17.

DA FORM 2475-2

The next item is the Remarks section. In this item place any additional information or remarks required by local commanders, such as pending personnel actions, separate rations, etc. The entries are temporary in nature and are made in pencil.

REMARKS SEPARATE RATIONS AUTHORIZED 17 FEB 92, 0800 HRS
COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

DA FORM 2475-2

TEC LESSON

Before you try a practice exercise, take a moment to review the permanent and temporary entries summarized below, and the sample, completed PDC Part I, illustrated below.

The permanent items marked in pen or typed are:

1. Organization (UPC)
2. Unit/Station (Except in Battalion PACs)
3. Name - item 1
4. SSN - item 2
5. Blood type - item 4
6. Place of Birth - item 11

All remaining entries in this section are temporary and are completed in pencil.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): 2FJAA				
UNIT/STATION: Co B, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9312				
1. NAME (Last, first, middle): SMITH, ALFRED EDWARD		2. SSN: 123-45-6789	3. GRADE & PAY GRADE: PFC E-3	4. BLOOD TYPE: A POS
5. DUTY ASSIGNMENT: PERSONNEL ADMIN-ISTRATIVE SPECIALIST	6. DUTY PHONE NUMBER: 6073	7. LOCAL ADDRESS (Include ZIP Code): 17 RIVERSIDE LANE EDINBURGH, IN 46124		8. LOCAL PHONE NO.: 526-8888
9. NEXT OF KIN (Name and address) (Include ZIP Code): RYAN SMITH (FATHER) 125 MAIN ST., ALBANY, NY 01224				10. HOME OF RECORD: ALBANY, NY
11. PLACE OF BIRTH: Albany, NY		12. HIGHEST AWARD(S): ARCOM		
13a. SQT PRIMARY (Score and date): 75B 89 / OCT 92		13b. SQT SECONDARY (Score and date)		
14.	15.	16.	17.	
REMARKS: SEPARATE RATIONS AUTHORIZED 17 FEB 94, 0800 HRS				

DA FORM 2475-2

PRACTICE EXERCISE 1

To complete this exercise you will need a copy of DA Pam 600-8, DA Pam 600-8-1, a DA Form 2475-2, a pencil, and a pen. Obtain a DA Form 2475-2 from your supervisor or make a xerographic copy of the Part I on page 63. Properly enter the following information on your PDC remembering to enter permanent entries in pen and temporary entries in pencil.

CHARLES ANDERSON DOBBS, 000-16-1234, SGT, E-5

Birth Place: Herring, MA

Organization: 3RBAA, Co C, 4th Bn, 82d Airborne Div, Fort Bragg, NC 28303-6709

Blood Type: A Pos

Local Address: 10 Downing Lane, Wayton, NC 28303

Local Telephone: (345) 089-7776

Duty Phone: 9834

Next of Kin: Mrs. Barbara A. Dobbs (wife)
10 Downing Lane
Wayton, NC 28303

Highest Award: Silver Star (SS)

SQT Primary (Score and Date): 76Y 98/Sep93

Separate Rations Authorized 18 May 94, 0800

Duty Assignment: Supply Sergeant

Home of Record: Wayton, NC

Check your answers with the solutions provided. If you did well, continue on. If you had problems with the Practice Exercise, review this part of the lesson.

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1

If your answer looks like this, you are ready to go on to the other sections of this form. If you had trouble answering this exercise, go back and review.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): 3RBAA

UNIT/STATION: Co C, 4th Bn, 82d Airborne Div, Ft Bragg, NC 28303-6709

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
DOBBS, CHARLES ANDERSON	000-16-1234	SGT E-5	A POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
SUPPLY SERGEANT	9834	10 DOWNING LANE WAYTON, NC 28303	(345) 809-7776

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
BARBARA A. DOBBS (WIFE) 10 DOWNING LN, WAYTON, NC 28303	WAYTON, NC

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
HERRING, MA	SILVER STAR

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
76Y 98/SEP 93	

14.	15.	16.	17.

REMARKS: SEPARATE RATIONS AUTHORIZED 18 MAY 94, 0800HRS.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
		L.L			

DA FORM 2475-2

Authentication Section

This section of Part I, PDC, is the Authentication Section. In this section you will find the current commander's rank, name, and initials and/or those of his authorized representative. As an individual listed in this section leaves the unit, a line is placed through the entry. These entries are permanent and are always entered in pen or typed. Study the illustration and see how this section is completed.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS					
GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
~~CPT~~	~~STANFORD K. SUR~~	~~SKS~~	1LT	ERNEST S. TURNER	EST
~~SFC~~	~~RODGER O. BLAND~~	~~RBB~~			
CPT	DANIEL S. GOWER	DSG			
SSG	WILLIAM McEACHERN SR	WMc			
CERTIFICATE					
I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/					

DA FORM 2475-2

Note. Entries in this section are always typed or made in ink.

TEC LESSON

Entry Correction

So far in this lesson you have seen how to complete the Personnel Data Section and the Authentication Section. This illustration will show you how to correct an incorrect entry on Part I of the PDC.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere: e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): PRJAA				
UNIT/STATION: Co C, 1st Bn, 190th FA, Ft Sill, OK 06340-3403				
1. NAME (Last, first, middle): WINSLOW, RONALD DAVIS		2. SSN: 999-08-1529	3. GRADE & PAY GRADE: SP4 E-4	4. BLOOD TYPE: A NEG
5. DUTY ASSIGNMENT: PAS	6. DUTY PHONE NUMBER: 6012	7. LOCAL ADDRESS (Include ZIP Code): 185 E. RABBIT LANE LAWTON, OK 06335		8. LOCAL PHONE NO.: 525-0611
9. NEXT OF KIN (Name and address) (Include ZIP Code): MARY S. WINSLOW (WIFE) 185 E. RABBIT LANE LAWTON, OK 06335				10. HOME OF RECORD: LAWTON, OK
11. PLACE OF BIRTH: --MUSKOGEE,-OK- LAWTON, OK		12. HIGHEST AWARD(S)		
13a. SQT PRIMARY (Score and date)		13b. SQT SECONDARY (Score and date)		
14.	15.	16.	17.	
REMARKS				

DA FORM 2475-2

What you see in item 11 of the above illustration is a permanent entry on a PDC that was incorrect and was corrected. To correct permanent entries you must first draw a single line through the incorrect entry and then enter the correct information next to or above it. Corrections are made to temporary entries simply by erasing them and entering the new information.

Note: Correcting permanent entries should be verified by your supervisor. For classroom instruction, this is not necessary.

PRACTICE EXERCISE 2

Now, try a practice exercise on correcting errors. Copy the information from the form below onto a blank PDC-SIDPERS. Remember to use either pencil or pen in the correct places.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC				
UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311				
1. NAME (Last, first, middle): TUCKER, TOM THOMAS		2. SSN: 396-57-0023	3. GRADE & PAY GRADE: CPL E-4	4. BLOOD TYPE: O POS
5. DUTY ASSIGNMENT: PATHFINDER	6. DUTY PHONE NUMBER: 1611	7. LOCAL ADDRESS (Include ZIP Code): CoA, 3d Bn, 77th IN, 54th IN DIV(MECH) FT ATTERBURY, IN 46124		8. LOCAL PHONE NO.: 545-6812
9. NEXT OF KIN (Name and address) (Include ZIP Code): THERESA T. TUCKER (WIFE) Box 3, RIDGEWAY, CREEKVILLE, NC 28305				10. HOME OF RECORD: CREEKVILLE, NC
11. PLACE OF BIRTH: FAYETTEVILLE, NC		12. HIGHEST AWARD(S): AGCM		
13a. SQT PRIMARY (Score and date): 11B 76/Nov93		13b. SQT SECONDARY (Score and date):		
14.	15.	16.	17.	

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

DA FORM 2475-2

Now that you have copied this information onto a blank PDC-SIDPERS, you must correctly change the following information.

Local Phone No - 789-2547
Place of Birth - Anderson, IL
SSN - 397-57-0023
Rank and Pay Grade - SGT E-5

Check your answers with the solutions provided. If you did well, continue on. If you had probelms with the Practice Exercise, review this part of the lesson.

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
TUCKER, TOM THOMAS	396-57-0023	SGT E-5	O POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PATHFINDER	1611	Co A, 3d Bn, 77th IN, 54th IN Div (MECH), FT ATTERBURY, IN 46124	789-2547

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
THERESA T. TUCKER (WIFE) Box 3, RIDGEWAY CREEKVILLE, NC 28305	CREEKVILLE, NC

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
~~FAYETTEVILLE, NC~~ ANDERSON, IL	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
118 76/ Nov 93	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

DA FORM 2475-2

You should have erased the entries in items 3 and 8, then made the new entries in pencil. Since items 2 and 11 are permanent entries, you should have drawn a line through them and made the new entries in ink. If your answer looked like the circled boxes, you are ready to look at DA Form 2475-2, Part II. If you had any trouble with this practice exercise, go back and review the correct way of correcting entries.

PERSONNEL DATA - SIDPERS, DA FORM 2475-2, PART II

The purpose of this section is to provide a listing of all transactions on a soldier while he is in your unit. This is done by you, the personnel administration specialist.

The illustration is of a partially completed PDC, Part II, for PFC Alfred E. Smith. All entries are permanent and are typed or written in black or blue-black ink.

NAME		SSN						
SMITH, Alfred Edward		123-45-6789						
PART II								
SIDPERS TRANSACTION			DISPOSITION					
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940115	ARR/940114/OVMET/2FJAA////						
	AO2Ø.	940114					
940511	DYST/PDY/HOS/1200/2FJAA.	940510					
940520	DYST/HOS/PDY/0800/2FJAA.	940519					

DA FORM 2475-2 (Reverse)

The first items on Part II are the Name and SSN block. Enter this information in the space provided exactly as it appears on the reverse side. The name and SSN are always entered by typewriter or in ink.

NAME		SSN						
SMITH, Alfred Edward		123-45-6789						
PART II								
SIDPERS TRANSACTION			DISPOSITION					
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS

DA FORM 2475-2 (Reverse)

TEC LESSON

Part II is divided into two sections: the SIDPERS TRANSACTION Section and the DISPOSITION Section.

NAME		SSN						
SMITH, Alfred Edward		123-45-6789						
PART II								
SIDPERS TRANSACTION			DISPOSITION					
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940115	ARR/940114/OVMF1/2FJAA////						
	AOZØ.	940114					
940511	DYST/PDY/HOS/1200/2FJAA.	940510					
940520	DYST/HOS/PDY/0800/2FJAA.	940519					

Note 1. P=Processed U=Unprocessed

☆U.S. Government Printing Office: 1981—341-446/8657

DA FORM 2475-2 (Reverse)

The source document that provides you with the information you used to enter SIDPERS transactions on the PDC, Part II is DA Form 3813. The connections are shown in the illustrations below. More detailed instructions are given on the four pages which follow.

NAME	SSN
SMITH, Alfred Edward	123-45-6789

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940115	ARR/940114/QVME1/2FJAA//// A020.	940114					

DA FORM 2475-2

SIDPERS INPUT AND CONTROL DATA PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

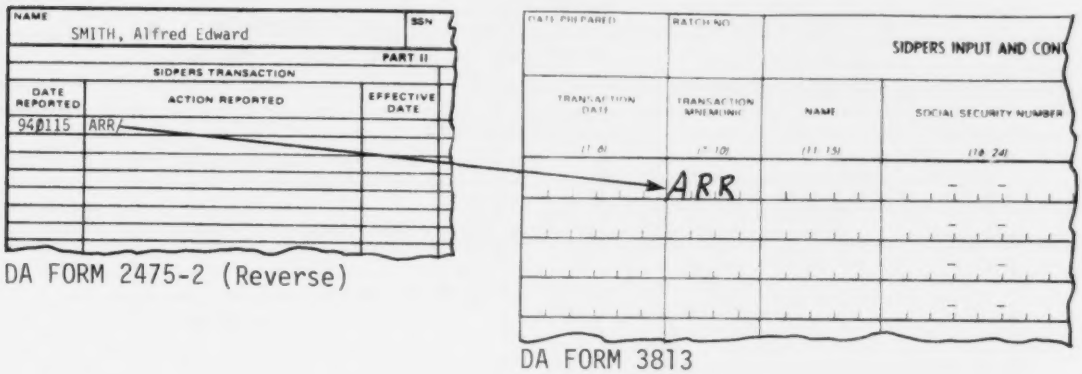
					ACTION DATA ELEMENTS
TRANSACTION DATE	TRANSACTION NUMBER	NAME	SOCIAL SECURITY NUMBER	SEX	
940114	ARR	SMITH	123456789	9	940114/QVME1/2FJAA////A020.

DA FORM 3813

TEC LESSON

Today's date (year, month, day) is entered in the Date Reported column. This shows that on 15 Jan 94, the SIDPERS Change Report (DA Form 3813) was forwarded to the SIB (SIDPERS Interface Branch).

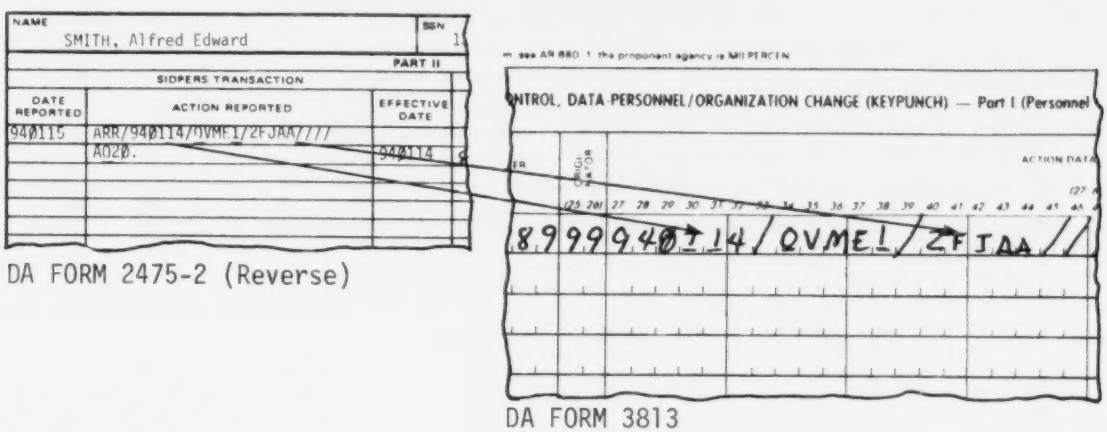
In the Action Reported column of Part II, PDC, you must first enter the transaction mnemonic. This is found in the transaction mnemonic section of the DA Form 3813. The transaction mnemonic is followed by a slash.



DA FORM 2475-2 (Reverse)

DA FORM 3813

The rest of the information for the Action Reported column is taken directly from the Action Data section of the source document (DA Form 3813).



DA FORM 2475-2 (Reverse)

DA FORM 3813

In the Effective Date column of the PDC, Part II, enter the effective date of the transaction. For all transactions, except RAWL DOR and GRCH, the effective date is the same as the date shown in the Transaction Date column (Control Data Area) of DA Form 3813.

For the RAWL, GRCH and DOR transactions, the effective date is found in the Action Data section of the DA Form 3813.

NAME	SSN
SMITH, Alfred Edward	123-45-6789

PART II

SIDPERS TRANSACTION

DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CY
940115	ARR/940114/OVME1/2FJAA///			
	A020.	940114	DSG	

DA FORM 2475-2 (Reverse)

DATE PREPARED	BATCH NO	SIDPERS ID	
TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	NAME (11-15)	SOCIAL
940114	ARR	SMITH	123

DA FORM 3813

In the Initials column of the PDC, Part II, the commander or his authorized representative places his initials, ensuring that the SIDPERS transaction is complete and accurate before it is submitted to the SIB. In this example, CPT Daniel S. Gower initialed this transaction with DSG as shown in the Authentication Section.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
~~CPT~~	~~STANFORD K. SUR~~	~~SKS~~	1LT	ERNEST S. TURNER	EST
~~SFC~~	~~RODGER O. BLAND~~	~~ROB~~			
CPT	DANIEL S. GOWER	DSG			
SSG	WILLIAM McEACHERN SR	WMc			

CERTIFICATION

DA FORM 2475-2

TEC LESSON

Make corrections by completely lining out transaction errors. The correct transaction is entered on the next line. The commander or his authorized representative is required to initial the correction.

NAME		SSN					
SMITH, Alfred Edward		123-45-6789					
PART II							
SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940115	ARR/940114/OVME1/2FJAA////						
	A020.	940114	EJJ	AF940117	X		
940511	DYST/PDY/HOS/1200/2FJAA.	940510	EJJ	EC940512	X		
~~940520~~	~~DYST/HOS/PDY/0800/940519~~						~~44~~
940520	DYST/HOS/PDY/0800/2FJAA.	940519	EJJ	EG940521	X		EJJ
~~940612~~	~~DYST/PDY/HOS/0600/2FJAA.~~	~~940615~~	~~EJJ~~	~~FF940613~~	~~X~~		
940612	DYST/PDY/HOS/0600/2FJAA.	940611					

DA FORM 2475-2 (Reverse)

DATE PREPARED	BATCH NO	SIDPERS INPUT AND CONTROL, DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)			REPORTS CONTROL SYMBOL CSGPA 1158 (Mar 71)
TRANSACTION DATE (1-6)	TRANSACTION SEQUENCE NUMBER (7-10)	NAME (11-30)	SOCIAL SECURITY NUMBER (31-39)	ORGANIZATION (40-43)	ACTION DATA ELEMENTS (47-67)
940715	DYST	ANDERSON	625-88-9999	PDY/HQS/2045/BT4AA.	

DA FORM 3813

Look at the corrected transaction above. It is a Duty Status Change (DYST) showing the PFC Smith went into the hospital (HOS). The Effective Date has been properly corrected to 940611.

Now review the transaction for a moment and see if you remember where to enter all the information on a PDC.

REMEMBER: The DATE REPORTED is always today's date and the EFFECTIVE DATE is the date shown in the date column (Control Data Area) of the source document (DA Form 3813) except for RAWL, GRCH and DOR. The Effective Date for RAWL, GRCH and DOR is found in the Action Data Area of the source document when posting the DA Form 2475-2. It is not mandatory to place the UPC of a DYST transaction when posting Part II of the DA Form 2475-2.

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
~~CPT~~	~~STANFORD K. SUR~~	~~S.K.S.~~	1LT	ERNEST S. TURNER	E&T
~~SFC~~	~~RODGER O. BLAND~~	~~ROB~~			
CPT	DANIEL S. GOWER	DSG			
SSG	WILLIAM McEACHERN SR	WM			

CERTIFICATE

DA FORM 2475-2

NAME: SMITH, Alfred Edward — SSN: 123-45-6789

PART II

SIDPERS TRANSACTION			DISPOSITION			
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940115	ARR/940114/OVME1/2FJAA////A020.	940114	DSG				

DA FORM 2475-2 (Reverse)

SIDPERS INPUT AND CONTROL DATA PERSONNEL/ORGANIZATION CHANGE (EYPUNCH) — Part I (Personal Change)

940114 ARR SMITH 123456789 99940114 OVME1 2FJAA //// A020.

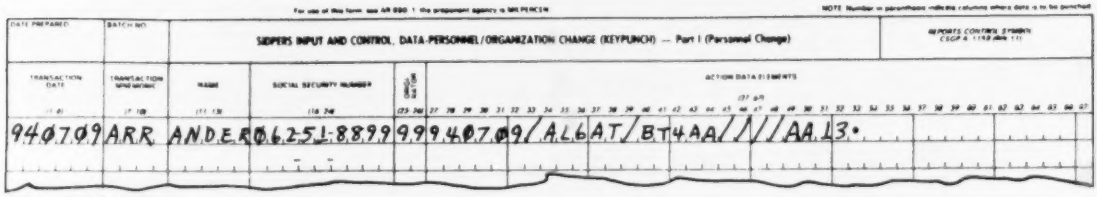
DA FORM 3813

TEC LESSON

PRACTICE EXERCISE 3

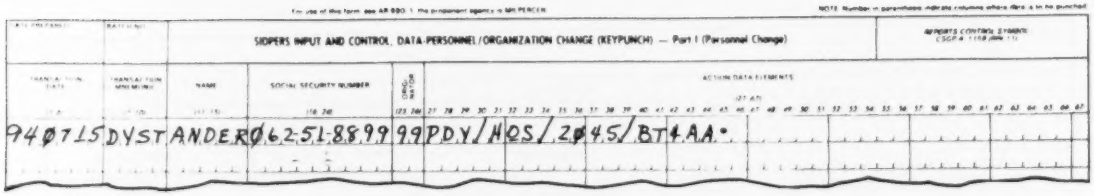
On the following examples you will see three partial DA Forms 3813 that contain SIDPERS transactions for James Carson Anderson (SSN 062-51-8899). Correctly enter these transactions in Part II of the DA Form 2475-2. You may use DA Pam 600-8 to help you in entering them. When you have completed this exercise, turn to page 37 to check your answers. The initials section will be left blank for all classroom situations.

Today is 10 July 1994


SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)
940709ARR ANDER062518899 99 940709/AL6AT/BT4AA///AA13•

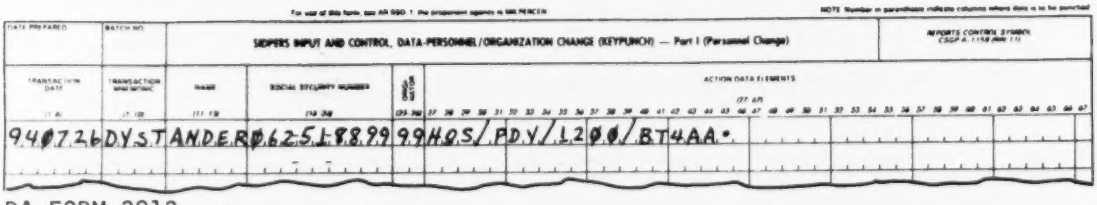
DA FORM 3813

Today is 16 July 1994


SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)
940715DYST ANDER062518899 99 PDY/HQS/2045/BT4AA•

DA FORM 3813

Today is 27 July 1994


SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)
940726DYST ANDER062518899 99 HQS/PDY/1200/BT4AA•

DA FORM 3813

SOLUTIONS TO PRACTICE EXERCISE 3

If your answer looks like this, you have done well. If not, go back and review the correct procedure for entering SIDPERS transactions on the PDC, Part II.

NAME	SSN
ANDERSON, JAMES CARSON	062-51-8899

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940710	ARR/940709/AL6AT/BT4AA////						
	AA13.	940709	RJG				
940716	DYST/PDY/HOS/2045/BT4AA.	940715	RJG				
940727	DYST/HOS/PDY/1200/BT4AA.	940726					

Note 1. P=Processed U=Unprocessed

☆ U.S. G.P.O. 1981-765-042/1119

DA FORM 2475-2 (Reverse)

TEC LESSON

As a Personnel Administration Specialist, you will be working with many source documents that have some affect on the members of your unit and their PDC forms. Many of these documents will cause a change to information listed on Part I of this form. And new entries to DA Form 3813 will require you to enter in Part II of DA Form 2475-2, those SIDPERS transactions that you submitted to the SIB.

Assume that you are the Personnel Administration Specialist for Co E, 3d Bn, 3d Armor, Ft Atterbury, IN 46124-9322, that today is 26 August 1994, and that PFC Patka has not yet shown up. You can see his orders show a reporting date of 25 August 1994.

DEPARTMENT OF THE ARMY
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5800

ORDERS 11-59 16 July 1994

PATKA, JAMES B. 475-48-2117 PFC Co A 2d Bn Trp Bde 2d IN Div (WAAZAC)
Fort Benjamin Harrison, IN 46216-5801

You will proceed on permanent change of sta tion as shown.

Assigned to: Co E 3d Bn 3d Armor (WPAAAA) Fort Atterbury
Indiana 46124-9302
Reporting date: 25 August 1994
Additional instructions: NA

FOR ARMY USE
Auth: Para 3-100, AR 635-100 Pers con no: NA

SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

DATE PREPARED	BATCH NO	NAME	SOCIAL SECURITY NUMBER	SIDPERS CONTROL SYMBOL CSOP A-1152 (RM 11)	ACTION DATA ELEMENTS (37-67)
TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	(11-18)	(19-26)	(27-36)	(37-67)
940825	ASNJ	PATKA	475482117	99	940825/AAZAC/PAAAAA//AA30

DA FORM 3813

This information will require you to fill out a DA Form 2475-2. Using the information contained in the above order, and an extract from a completed SIDPERS input transaction placing PFC Patka in an Assigned-Not Joined (ASNJ) status, you will enter the SIDPERS transaction in Part II of the PDC form on the soldier. Look at the illustration and you will see how this source document causes changes to information, or requires entry of information, in the PDC.

TEC LESSON

NAME	SSN
PATKA, James B.	475-48-2117

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940827	AST1J/940825/AAZAC/PAAAA////						
	AA3Ø.	940825	CAL				

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC)
PAAAA

UNIT/STATION
Co E, 3d Bn, 3d Armor, 54th IN Div (Mech), Ft Atterbury, IN 46124-9302

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
PATKA, JAMES B.	475-48-2117	PFC E-3	

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
CPT	CLARENCE A. LISK	C.A.L.			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES		TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

Note 1. P=Processed

DA FORM 2475-2
(Reverse)

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

TEC LESSON

Remember, when a soldier is assigned to your unit and does not report on his reporting date, it is necessary for you to:

1. Fill out DA Form 2475-2, Part I. You will only be able to fill out the Organization, Unit/Station, block 1 - Name, block 2 - SSN, block 3 - Grade, and the commander's or authorized representative's grade, name and initials. Use the reassignment order as source document.

2. Fill out a DA Form 3813 - You must fill out this form for an ASNJ transaction so that the SIB (SIDPERS Interface Branch) knows that PFC Patka has not arrived yet.

3. You must enter the ASNJ transaction you filled out on the DA Form 3813 on Part II of DA Form 2475-2.

These are the steps you will have to follow and the documents you will use when filling out a DA Form 2475-2 for a soldier who is assigned to your unit but has not arrived by his reporting date.

Shown below is another source document that affects the DA Form 2475-2.

The order that you have received on this soldier promotes him to Sergeant. Normally, a grade change is automatically submitted by MILPO when the order is published. If MILPO does not submit a change, it will be necessary for you to fill out a DA Form 3813 for a GRCH (Grade Change) transaction.

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124-9302

Orders 11-13 31 July 1994

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of Steven C. Williams. In view of these qualities and his demonstrated potential for professional competence and dedicated service to the US Army, he is therefore, promoted from Specialist Four to Sergeant. MOS 74F20 is awarded as his primary MOS effective 31 July 1994. Promotion is effective with a date of rank of 31 July 1994. Promotion is not valid and it will be revoked if he is not in a promotable status on the effective date of promotion.

The authority for this promotion is paragraph 7-1

Note: The middle name of Williams is Charles. His SSN is 124-46-7007.

This is the entry that you would make on DA Form 3813 from the information on the promotion orders.

DATE PREPARED	BATCH NO.	SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)				REPORTS CONTROL SYMBOL CSGPA 1198 (Mil 11)
TRANSACTION DATE (1-6)	TRANSACTION MNEMONIC (7-10)	NAME (11-35)	SOCIAL SECURITY NUMBER (36-44)	GRADE (45-46)	ACTION DATA ELEMENTS (47-67)	
940731	GRCH	WILLIAMS STEVEN CHARLES	124467007	99	SGT/D/940731.	

DA FORM 3813

After you have completed DA Form 3813, you will have to post it to Part II of SGT Williams' PDC as shown below.

NAME			SSN					
WILLIAMS, STEVEN CHARLES			124-46-7007					
PART II								
SIDPERS TRANSACTION			DISPOSITION					
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940512	ARR/940511/ACDEF/BTAAA////						
	BA14.	940511	EWJ.				
940731	GRCH/SGT/D/940731.	940731					

DA FORM 2475-2 (Reverse)

The last thing you must do after posting the transaction is to show his new grade in the Rank & Pay Grade block. Remember that because this is a temporary entry all you need to do is erase the old grade and enter the new grade.

PERSONNEL DATA - SIDPERS				
For use of this form, see AR 680-1; the proponent agency is MILPERCEN.				
DATA REQUIRED BY THE PRIVACY ACT				
PART I				
ORGANIZATION (UPC)				
BTAAA				
UNIT/STATION				
Co A,3d Armor, 54th IN Div(MECH),FT Atterbury. IN 46124-9306				
1. NAME (Last, first, middle)		2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
WILLIAMS, STEVEN CHARLES		124-46-7007	SGT E-5	
5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)		8. LOCAL PHONE NO.

DA FORM 2475-2

TEC LESSON

So far you have seen how to initiate (fill out for the first time) a DA Form 2475-2 for an individual assigned to your unit who has not arrived by his reporting date, and you have seen how to properly enter and post a grade change. Now try to complete a practice exercise on this material.

PRACTICE EXERCISE 4

For each of the following situations, properly initiate or process a DA Form 2475-2. To complete this exercise you will need DA Forms 2475-2, a pen, pencil, and a copy of DA Pam 600-8.

Situation 1

Today is 7 September 1994.

Authorized Representative is 1LT Matthew L. Hamner.

Note. Middle name of Andrews is Jericko.

DEPARTMENT OF THE ARMY
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-9300

ORDERS 11-59 16 July 1994

ANDREWS, JOHN J. 999-87-1111 SP4 MEDDAC (WXXZZX) Fort Benjamin Harrison, IN 46216-9302

You are reassigned as indicated below.

Assigned to: Co A 3d Bn 77th IN 54th IN Div (Mech) (WPAAAA) Fort Atterbury Indiana 46216-9311
Reporting date: 6 September 1994
Movement designator code: NZE3
Additional Instructions: SM will be assigned in POSN AA35.
Format: 420

Note: SP4 Andrews did not sign in. Below is a completed SIDPERS input. Turn to page 44 to check your answer.

SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

DATE PREPARED	BATCH NO	NAME	SOCIAL SECURITY NUMBER	ACTION DATA ELEMENTS
TRANSACTION DATE	TRANSACTION SEQUENCE			
940906	ASN	JANDRE	999871111	2894090G/XXZZX/PAAAA///AA35.

DA FORM 3813

Situation 2

Today is 2 August 1994

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

THRU: (Include ZIP Code)	TO: (Include ZIP Code)	FROM: (Include ZIP Code)
Commander 3d Bn, 77th IN 54th IN Div (Mech) Ft Atterbury, IN 46124-9308	MILPO 54th IN Div (Mech) Ft Atterbury, IN 4624-9308	COMMANDER Co A, 3d Bn, 77th IN 54th IN Div (Mech) Ft Atterbury, IN 46124-9311

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, first, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER
BLEDSLOW, Martin F.	PFC E-3	233-68-7645

SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training (Enl only)			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		XX	Other (Specify) Advancement to E4	

SIGNATURE OF MEMBER (When required) — DATE

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

ADVANCED TO: SPECIALIST E4

AUTHORITY: Chapter 7, AR 600-200

EFFECTIVE DATE: 1 August 1994

DATE OF RANK: 1 August 1994

DA FORM 4187

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301

PART I

ORGANIZATION (UPC): PAAAA

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124- 9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
BLEDSLOW, MARTIN FRANK	233-68-7645	PFC E-3	B POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PERSONNEL ADMIN SPECIALIST	2724	Co A, 3d Bn, 77th IN, 54th IN Div (Mech) Ft Atterbury, IN 46124	2725

DA FORM 2475-2

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

DATE PREPARED	BATCH NO	TRANSACTION DATE	TRANSACTION MNEMONIC	NAME	SOCIAL SECURITY NUMBER	GRADE	ACTION DATA ELEMENTS
940801	GRCH	BLEDS	233687645	99	S P4/ D/ 940801		

DA FORM 3813

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 4

Situation 1

If your answer looks like Part I and Part II of the DA Form 2475-2 you see in the illustration, you are correct.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): PAAAA			
UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311			
1. NAME (Last, first, middle): ANDREWS, JOHN JERICKO	2. SSN: 999-87-1111	3. GRADE & PAY GRADE: SP4 E-4	4. BLOOD TYPE:
5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCA	
9. NEXT OF KIN (Name and address) (Include ZIP Code)			
11. PLACE OF BIRTH		12. HIGH	
13a. SQT PRIMARY (Score and date)		13b. SQT	
14.	15.	16.	

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIV

GRADE	NAME	INITIALS	GRAD
1LT	MATTHEW L. HAMNER	MLH	

CERTIFICATE

I certify that the initials appearing above opposite the name and on the revers designated the PAC representative or my authorized representatives. I further is a true statement as pertains to the individual indicated hereon for the repor

COMMANDER	TENURE DATES	COMMA
COMMANDER	TENURE DATES [illegible]	[illegible]
COMMANDER	TENURE DATES	COMMA

DA FORM 1 OCT 77 2475-2 EDITION OF 1 JAN 74 AND ACT STATEMENT, 26 SEP

NAME: ANDREWS, JOHN JERICKO SSN: 999-87-1111

PART II

SIDPERS TRANSACTION: DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	DISPOSITION: INITIALS	CYCLE/DATE	NOTE: P	NOTE: U	REMARKS
940907	ASUJ/940906/XXZZX/4PAAA////						
	AA35.	940906	MLH				

U.S. Government Printing Office: 1981—341-665/6007

DA FORM 2475-2 (Reverse)

Situation 2

When you receive a document authorizing promotion of an individual in your unit, you must first complete a DA Form 3813 for a GRCH transaction (Grade Change), and then enter that transaction on Part II of DA Form 2475-2, Part I.

NAME		SSN						
BLEDSLOW, Martin Frank		233-68-7645						
PART II								
SIDPERS TRANSACTION			DISPOSITION					
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940702	ARR/940701/ORMEA/WPAAA////						
	AD13.	940701	RSG				
940802	GRCH/SP4/D/940801.	940801					

DA FORM 2475-2 (Reverse)

Remember: The effective date of a grade change is found in the transaction date column of DA Form 3813.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): PAAAA

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
BLEDSLOW, MARTIN FRANK	233-68-7645	SP4 E-4	B POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PERSONNEL ADMIN SPECIALIST	2724	CoA, 3dBn, 7TH IN, 54TH IN Div (Mech), FT ATTERBURY, IN 46124	2725

DA FORM 2475-2

TEC LESSON

Before we go on to other source documents that cause changes to the DA Form 2475-2, make sure that you answered Practice Exercise 4 correctly. If you had any difficulty in answering any part of the exercise, go back and find your mistake.

There are other documents that also affect the PDC. The document you see below is an order which awards the Meritorious Service Medal to SP4 Lee. This source document only affects block #12 of the PDC, Part I. ANY order authorizing an award will affect this block. Since this is temporary information, all you must do to correct this block is erase the old information and add the new information in pencil.

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124-9300

PERMANENT ORDERS 15-5 22 July 1994

LEE BARBARA M. 229-54-9971 SSG Co A 3d Bn 77th IN 54th IN Div (Mech)
(WPAAAA) Fort Atterbury, IN 46124-9311

Announcement is made of the following award.

Award: Meritorious Service Medal
DATE(s) or period of service: 23 September 1991 - 23 August 1994
Authority: By Executive Order of the President of the United States of America, 16 January 1985
Reason: Meritorious Service
Format: 320

BEFORE THE CORRECTION

PART I

ORGANIZATION (UPC): PAAAA			
UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311			
1. NAME (Last, first, middle): LEE, BARBARA MARIGOLD		2. SSN: 229-54-9971	3. GRADE & PAY GRADE: SSG E-6 / 4. BLOOD TYPE: AB POS
5. DUTY ASSIGNMENT: PAS	6. DUTY PHONE NUMBER: 2724	7. LOCAL ADDRESS (Include ZIP Code): 121 McCABE ROAD EDINBURGH, IN 46124	8. LOCAL PHONE NO.: 526-8180
9. NEXT OF KIN (Name and address) (Include ZIP Code): SFC FRANK C. LEE (HUSBAND) 121 McCABE RD EDINBURGH, IN 46124			10. HOME OF RECORD: OAHU, HAWAII
11. PLACE OF BIRTH: HONOLULU, HAWAII		12. HIGHEST AWARD(S): AGCM	
13a. SQT PRIMARY (Score and date): 75B 100/SEP 93		13b. SQT SECONDARY (Score and date):	
14.	15.	16.	17.

DA FORM 2475-2

AFTER THE CORRECTION

PART I

ORGANIZATION (UPC): PAAAA			
UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311			
1. NAME (Last, first, middle): LEE, BARBARA MARIGOLD		2. SSN: 229-54-9971	3. GRADE & PAY GRADE: SSG E-6 / 4. BLOOD TYPE: AB POS
5. DUTY ASSIGNMENT: PAS	6. DUTY PHONE NUMBER: 2724	7. LOCAL ADDRESS (Include ZIP Code): 121 McCABE ROAD EDINBURGH IN 46124	8. LOCAL PHONE NO.: 526-8180
9. NEXT OF KIN (Name and address) (Include ZIP Code): SFC FRANK C. LEE (HUSBAND) 121 McCABE RD EDINBURGH, IN 46124			10. HOME OF RECORD: OAHU, HAWAII
11. PLACE OF BIRTH: HONOLULU, HAWAII		12. HIGHEST AWARD(S): MCM	
13a. SQT PRIMARY (Score and date): 75B 100/SEP 93		13b. SQT SECONDARY (Score and date):	
14.	15.	16.	17.

DA FORM 2475-2

For the sample PDC shown below and for those on the following pages you will be shown how Optional Forms 41 are used to effect changes to various portions of a soldier's DA Form 2475-2.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AL6BA

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
SMILEY, CHOSTER HERALD	493-83-1099	DEC E-3	O POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
Supply Clerk	1246	Co A, 3dBn, 77thIN, 54thIN DIV(M) FT ATTERBURY IN 46124	526-0602

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
MRS MARTY SMILEY (MOTHER) 2940 WHEELER DR, ANDERSON MI 86302	DEARBORN, MI

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
ANDERSON, MI	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
764 98/SEP93	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
1LT	JAMES SMITH	JS			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself or Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

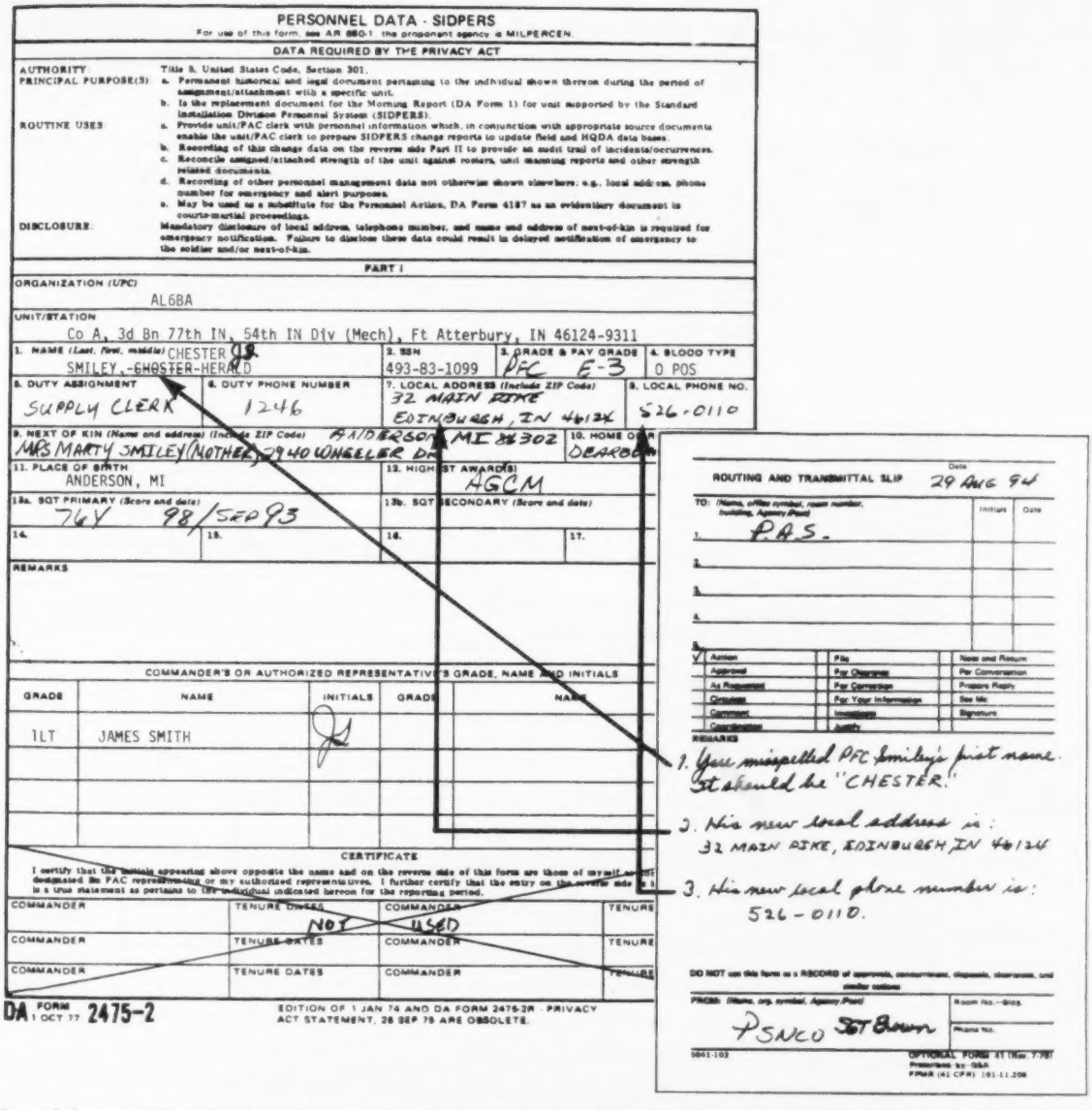
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
	NOT USED		
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 28 SEP 75 ARE OBSOLETE.

PDC-SIDPERS BEFORE NEW INFORMATION WAS RECEIVED

TEC LESSON



PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S): a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit. b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES: a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases. b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences. c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents. d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes. e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AL6BA

UNIT/STATION: Co A, 3d Bn 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
SMILEY, CHESTER ~~GHOSTER~~-HERALD	493-83-1099	PFC E-3	O POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
SUPPLY CLERK	1246	32 MAIN PIKE EDINBURGH, IN 46124	526-0110

9. NEXT OF KIN (Name and address) (Include ZIP Code): MRS MARTY SMILEY (MOTHER), 940 WHEELER DR ANDERSON, MI 48302

10. HOME OF RECORD: DEARBORN

11. PLACE OF BIRTH: ANDERSON, MI

12. HIGHEST AWARD(S): AGCM

13a. SQT PRIMARY (Score and date): 76Y 98/SEP93

13b. SQT SECONDARY (Score and date):

14. | 15. | 16. | 17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME
1LT	JAMES SMITH	JS		

CERTIFICATE

I certify that the entries appearing above opposite the name and on the reverse side of this form are those of myself and/or designated 8b PAC representative or my authorized representatives. I further certify that the entry on the reverse side 8 is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE
	NOT USED		
COMMANDER	TENURE DATES	COMMANDER	TENURE
COMMANDER	TENURE DATES	COMMANDER	TENURE

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 28 SEP 79 ARE OBSOLETE.

ROUTING AND TRANSMITTAL SLIP — Date: 29 AUG 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. P.A.S.		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1. You misspelled PFC Smiley's first name. It should be "CHESTER."

2. His new local address is: 32 MAIN PIKE, EDINBURGH, IN 46124

3. His new local phone number is: 526-0110.

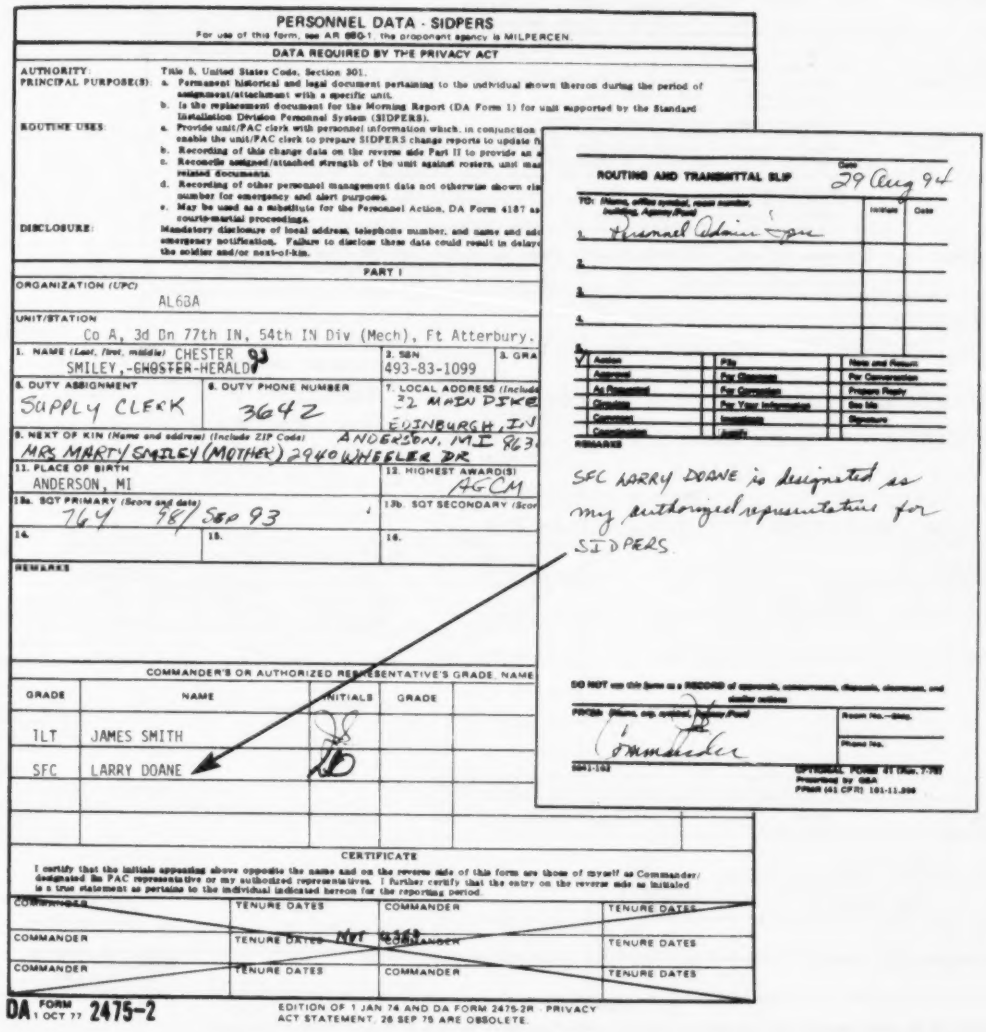
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post): PSNCO SGT Brown — Room No.—Bldg. — Phone No.

5041-102 — OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

In this source document, a Routing and Transmittal Slip, the PSNCO tells you he has seen PFC Smiley's DA Form 2 and his first name is spelled incorrectly.

Since this is a permanent entry that is entered in pen or typed, you must first cross out the incorrect name, and then enter the correct name above it. Also, his local address and phone number have been changed. Since these entries are temporary, you must erase the old information and then enter the new information in pencil.



PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S): a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES: a. Provide unit/PAC clerk with personnel information which, in conjunction
enable the unit/PAC clerk to prepare SIDPERS change reports to update
b. Recording of this change data on the reverse side Part II to provide an
c. Reconcile assigned/attached strength of the unit against rosters, unit
related documents.
d. Recording of other personnel management data not otherwise shown
number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187
court-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and
emergency notification. Failure to disclose these data could result in delay
the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AL68A

UNIT/STATION: Co A, 3d Bn 77th IN, 54th IN Div (Mech), Ft Atterbury.

1. NAME (Last, first, middle)	2. SSN	3. GRA
SMILEY,-GHOSTER-HERALD	493-83-1099	

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include
SUPPLY CLERK	3642	32 MAIN PIKE EDINBURGH, IN

8. NEXT OF KIN (Name and address) (Include ZIP Code): MRS MARY SMILEY (MOTHER) 2940 WHEELER DR ANDERSON, MI 963

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
ANDERSON, MI	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Scor
76Y 98/ SEP 93	

14. | 15. | 16.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME

GRADE	NAME	INITIALS	GRADE	
1LT	JAMES SMITH	JS		
SFC	LARRY DOANE	LD		

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated the PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 28 SEP 75 ARE OBSOLETE.

ROUTING AND TRANSMITTAL SLIP Date 29 Aug 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Personnel Admin Spc		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

SFC LARRY DOANE is designated as my authorized representative for SIDPERS.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Commander

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

As you remember from the first part of this lesson, the commander may designate (choose) a SIDPERS representative who checks all SIDPERS transactions for accuracy before they are submitted to the SIB.

The name of the authorized representative is entered in the Authorization Section. This is a permanent entry and must be typed or entered in pen (black or blue-black ink).

The authorized representative's name is entered and his initials are placed in the initials column.

TEC LESSON

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AL6BA

UNIT/STATION: Co A, 3d Bn 77th IN, 54th IN Div (Mech), Ft Atterbu

1. NAME (Last, first, middle)	2. SSN	3.
SMILEY, CHESTER ~~CHOSTER~~-HERALD	493-83-1099	

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (I
SUPPLY CLERK	3642	32 MAIN ST EDINBURGH

8. NEXT OF KIN (Name and address) (Include ZIP Code): MRS MARY SMILEY (MOTHER) 2940 WHEELER DR ANDERSON, MI

11. PLACE OF BIRTH	12. HIGHEST AWARD
ANDERSON, MI	AGC

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY
764 98 SEP 93	

14.	15.	16.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, N

GRADE	NAME	INITIALS	GRADE	
1LT	JAMES SMITH			
SFC	LARRY DOANE			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Im PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NVT 4363	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

ROUTING AND TRANSMITTAL SLIP Date: 29 Aug 94

To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Bus Admin Spec		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS: PFC Smiley's new duty phone number is 3642.

DO NOT use this form as a RECORD of approvals, concurrences, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg. Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

This Routing and Transmittal slip (Optional Form 41) causes a change to the temporary information contained in block #6 (Duty Phone No.). Since this is a temporary entry, all that must be done is erase the old number and enter the new number in pencil.

Before you try a practice exercise on the material you have just covered, go back and review anything that you are not sure of.

PRACTICE EXERCISE 5

For this practice exercise you will need a pencil, pen, blank DA Form 2475-2, and a copy of DA Pam 600-8. You have a completed PDC on SP4 Sue and various source documents. Look at these documents and if they cause a change to SP4 Sue's PDC, enter that change onto your blank DA Form 2475-2. You only need to complete the blocks on your form for items that must be corrected. When you have completed this exercise, turn to page 53 to check your answer.

Remember - Permanent changes must be lined out and the new information added above it in pen or typed.
- Temporary information need only be erased and the new information penciled in.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S): a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. To the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation/Division Personnel System (SIDPERS).

ROUTINE USES: a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in court-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): 1EXAB

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th In Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
SUE, BETTY MARIE	123-45-6789	SP4 E-4	A POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PAS	1234	CoA, 3dBn, 77thIN, 54thIN Ln (Mail) FT ATTERBURY IN 46124	836-1522

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
ALLISTER, SUE (FATHER) 14 South Fourth Ave, WILSON, UT 84001	WILSON, UT

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
ALEXANDRIA, VA	AECM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and
75B 98/OCT 93	

14.	15.	16.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AN

GRADE	NAME	INITIALS	GRADE	
CPT	RICHARD S. HODGES	RSH		

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of the designated PAC representative or my authorized representative. I further certify that the entry on this form is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER
COMMANDER	TENURE DATES	COMMANDER
COMMANDER	TENURE DATES	COMMANDER

DA FORM 1 OCT 77 2475-2 EDITION OF 1 JAN 74 AND DA FORM 2475-2R ACT STATEMENT: 29 SEP 75 ARE OBSOLETE.

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124-9300

PERMANENT ORDERS 15-1

22 July 1994

SUE BETTIE M. 123-45-6789 SP4 Co A 3d Bn 77th IN 54th IN Div (Mech)
Fort Atterbury, Indiana 46124-9300

Announcement is made of the following award.

Award: Meritorious Service Medal
Date(s) or period of service: 23 September 1990 - 23 June 1994
Authority: By Executive Order of the President of the United States of America, 16 January 1985
Reason: Meritorious Service
Format: 320

FOR THE COMMANDER:

JOHN T. SMITH
CPT, AG
Asst Adjutant

DISTRIBUTION:
PAAS (Mrs Miller) (5)
ATZI-AG-A(Library) (2)
Cdr, Co A, 3d Bn, 77th IN (3)
Cdr, 77th IN (1)
Admin Spt (3)
Indiv Conc (2)
MPRJ (DCRB) (1)
Cdr, 3d Bn, 77th IN (1)
HQDA (DAPC-PAR-R) 200 Stovall St, Alexandria,VA 23232 (1)

TEC LESSON

ROUTING AND TRANSMITTAL SLIP Date 1 Sep 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. P.A.S.		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

SP4 Sue's new local address is:
18 MEADOW LANE
EDINBURGH, IN 46124

Her new local phone is:
836-1545

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) PSNCO SGT Brown | Room No.—Bldg. | Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP Date 1 Sep 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. P.A.S.		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I want SFC Wiley Robbins to be my authorized representative.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Cdr | Room No.—Bldg. | Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP Date 1 Sep 94

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. P.A.S.		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

You misspelled SP4 Sue's first name. It should be: "BETTIE."

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) PSNCO, SGT Brown | Room No.—Bldg. | Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

SOLUTIONS TO PRACTICE EXERCISE 5

If your answer looked like the completed DA Form 2475-2 shown, you are ready to try the self-evaluation exercise on everything covered in this text.

If you had difficulty doing any portion of this exercise, review the material again before going on.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC)

UNIT/STATION

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
SUE, BETTY MARIE BETTIE RSM			

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
		18 MEADOW LN EDINBURGH, IN 46124	736-1545

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
	MSM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
SFC	WILEY ROBBINS	WR			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Rm PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NOT USED		TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

SELF-EVALUATION EXERCISE

Necessary documents are provided for each of the three situations which follow. Examine the material carefully and then perform the actions required.

To complete this exercise, you will need a pen, pencil, blank DA Forms 2475-2, and a copy of DA Pam 600-8.

Situation 1

Use the documents on page 56 to fill out the PDC on PFC Space. Use the blank DA Form 2475-2 for your answers, then turn to page 60 for the correct solution.

Given: Today is 3 Jun 94.

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012, Title 10, U.S.C., E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (*Section III*). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (Include ZIP Code)	TO: (Include ZIP Code)	FROM (Include ZIP Code)
Cdr, 3d Bn, 3d Armor, 54th IN Div (Mech) Ft Atterbury, IN 46124-9310	MILPO 54th IN Div (Mech) Ft Atterbury, IN 46124-9308	COMMANDER, Co E, 3d Bn, 3d Armor, 54th IN Div (Mech) Ft Atterbury, IN 46124-9306

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, first, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER
SPACE, EDWARD FRANK	PFC E3	134-46-4208

SECTION II - DUTY STATUS CHANGE (*Proc 9-1, DA Pam 600-8*)

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School (*Enl only*)			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Overseas Service			Officer Candidate School	
	Ranger Training			Asgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment (*Enl only*)			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess Advance Outside CONUS	
	On-the-Job Training (*Enl only*)			Change of Name SSN/DOB	
	Retesting in Army Personnel Tests		XX	Other (*Specify*) Advancement to E4	

SIGNATURE OF MEMBER (*When required*) _____ DATE _____

SECTION IV - REMARKS (*Applies to Sections II, III, and V*) (*Continue on separate sheet*)

ADVANCED TO: SPECIALIST E4

AUTHORITY: Paragraph 7-11, AR 600-200

EFFECTIVE DATE: 3 June 1994

DATE OF RANK: 3 June 1994

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (*Section II*) or that the request for personnel action (*Section III*) contained herein -

☐ HAS BEEN VERIFIED ☒ IS APPROVED ☐ RECOMMEND APPROVAL ☐ IS DISAPPROVED ☐ RECOMMEND DISAPPROVAL

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
KENNETH R. STOCKTON CPT, IN, Commanding	Kenneth R. Stockton	3 June 1994

DA FORM DEC 82 4187 EDITION OF FEB 81 WILL BE USED COPY 1

SELF-EVALUATION EXERCISE

SIDPERS INPUT AND CONTROL DATA PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

940603GRCHSPACE134464208DBSP4/D/940603•

DA FORM 3813

NAME: SPACE, EDWARD FRANK — SSN: 134-46-4208

PART II

SIDPERS TRANSACTION: DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	DISPOSITION: INITIALS	CYCLE/DATE	NOTES: P	NOTES: V	REMARK
940125	AA0794A125/AAM/28/AAJAC///RA10	940125	[illegible]	AF94A127	A		

Note 1 P=Processed U=Unprocessed

DA FORM 2475-2 (Reverse)

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment to a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit PAC clerk with personnel information which, in conjunction with appropriate source documents, enable the unit PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 6187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAJAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle): SPACE, EDWARD FRANK	2. SSN: 134-46-4208	3. GRADE & PAY GRADE: PFC E-3	4. BLOOD TYPE: A POS
5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code):	8. LOCAL PHONE NO
9. NEXT OF KIN (Name and address) (Include ZIP Code)			10. HOME OF RECORD
11. PLACE OF BIRTH		12. HIGHEST AWARD(S)	
13a. SQT PRIMARY (Score and date)		13b. SQT SECONDARY (Score and date)	
14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander, designated PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed as that statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2 EDITION OF 1 JAN 76 AND DA FORM 2475-2R PRIVACY ACT STATEMENT, 29 SEP 76 ARE OBSOLETE.

Situation 2

Use documents on pages 57 and 58 to fill out the PDC on PFC Trotter. Use a blank DA Form 2475-2 for your answers, then turn to page 61 for the correct solution.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents, enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
TROTTER, WILLIAM GREGG	999-00-8888	PFC E-3	A POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
PERSONNEL ADMIN SPECIALIST	7681	14 WILLIAMS ST EDINBURGH, IN 46124	562-1973

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
GEORGE TROTTER (FATHER) 1645 SALEM RD WINSTON NC 27046	WINSTON, NC

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
WINSTON, MA	AGCM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
75B 94/ OCT 93	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTAT

GRADE	NAME	INITIALS	GRA
CPT	WILLIAM SMITH	WS	

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reve
designated PAC representative or my authorized representatives. I furth
is a true statement as pertains to the individual indicated hereon for the rep

COMMANDER	TENURE DATES	COMM
COMMANDER	TENURE DATES NOT [illegible]	
COMMANDER	TENURE DATES	COMM

DA FORM 1 OCT 77 2475-2 EDITION OF 1 JAN 74 A
ACT STATEMENT 26 SE

DEPARTMENT OF THE ARMY
Headquarters, 54th Infantry Division (Mechanized)
Fort Atterbury, Indiana 46124-9300

PERMANENT ORDERS 15-5

23 March 1994

TROTTER, WILLIAM G. 999-00-8888 PFC Co A 3d Bn 77th IN 54th IN Div (Mech)
(WAAZCA) Fort Atterbury, IN 46124-9311

Announcement is made of the following award.

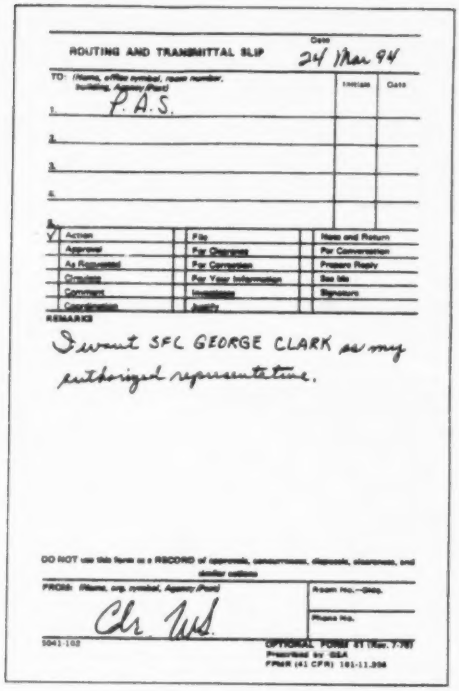
Award: Army Commendation Medal
Date(s) or period of Service: 4th Quarter FY93
Authority: Paragraph 2-18, AR 672-5-1
Reason: For Meritorious Achievement
Format: 320

FOR THE COMMANDER:

James L. Smith

DISTRIBUTION:
A

JAMES L. SMITH
CPT, AG
Adjutant



ROUTING AND TRANSMITTAL SLIP

Date: 24 Mar 94

TO: (Name, office symbol, room number, building, Agency/Post)

1. P.A.S.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

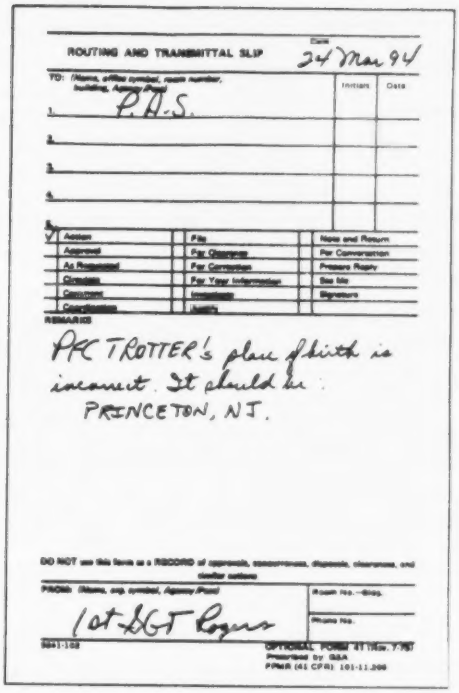
I want SFC GEORGE CLARK as my authorized representative.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg.

Cdr WS Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206



ROUTING AND TRANSMITTAL SLIP

Date: 24 Mar 94

TO: (Name, office symbol, room number, building, Agency/Post)

1. P.A.S.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

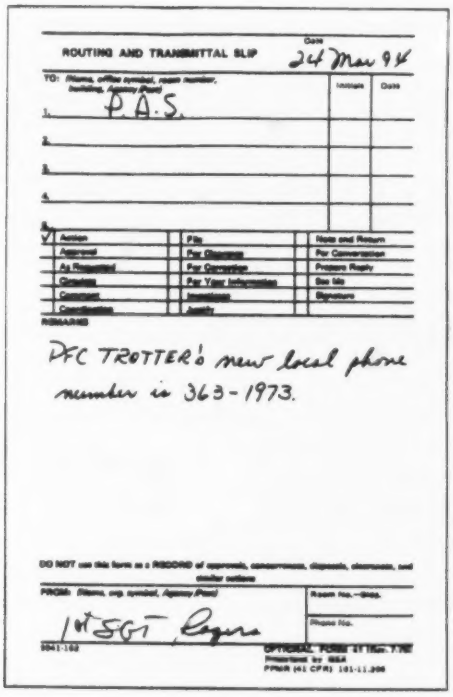
PFC TROTTER's place of birth is incorrect. It should be: PRINCETON, NJ.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg.

1st SGT Rogers Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206



ROUTING AND TRANSMITTAL SLIP

Date: 24 Mar 94

TO: (Name, office symbol, room number, building, Agency/Post)

1. P.A.S.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

PFC TROTTER's new local phone number is 363-1973.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No.—Bldg.

1st SGT Rogers Phone No.

5041-102 OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

Situation 3

You are the Personnel Administration Specialist for Co A, 3d Bn, 77d IN, 54th IN Div (Mech), Fort Atterbury, IN 46124-9311. Your Organization (UPC) is AAZAC. Today is 28 Aug 94, and PFC Harrow has not signed in.

Use documents below to fill out the PDC on Harrow. Use a blank DA Form 2475-2 for your answers. The solution will be found on page 62.

DEPARTMENT OF THE ARMY
U.S. Army Soldier Support Center
Fort Benjamin Harrison, Indiana 46216-5000

ORDERS 150-2 25 June 1994

HARROW, JOHN R 000-77-6666 PFC Co D 2d Bn Trp Bde (WDDYES) Fort Benjamin Harrison, IN 46216-5020

You will proceed on permanent change of station as shown.

Assigned to: Co A, 3d Bn 77th IN 54th IN Div (Mech) (WAAZAC) Fort Atterbury, IN 46124-9311
Reporting Date: 27 August 1994
Additional Instructions: NA

FOR ARMY USE:
Auth: Msg, DAPC-PP-IN 10 Jul 94
MDC: 4AE8
Enl REENLB indic: NA
PPD: NA
PMOS/SSI: 11B100000
Format: 410
Pers con no: 6AO 111
PEBD: NA
Asg to mgt dsg: 11B100000
Con Specialty: NA
Proj specialty: NA

FOR THE COMMANDER:

SIDPERS INPUT AND CONTROL DATA-PERSONNEL/ORGANIZATION CHANGE (KEYPUNCH) — Part I (Personnel Change)

DATE PREPARED	BATCH NO.	NAME	SOCIAL SECURITY NUMBER	ACTION DATA ELEMENTS
TRANSACTION DATE	TRANSACTION MNEMONIC			
940827	ASNJ	HARROW	000-77-6666	77 940827 7/DDYES/AAZAC//N//9992

DA FORM 3813

ANSWERS TO SELF-EVALUATION EXERCISE

Situation 1

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
SPACE, EDWARD FRANK	134-46-4208	SP4 E-4	A POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

DA FORM 2475-2

NAME: SPACE, EDWARD FRANK SSN: 134-46-4208

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940126	ARR/940125/AAB2A/AAZAC////						
	AA30.	940125					
940603	GRCH/SP4/D/940603.	940603					

DA FORM 2475-2 (Reverse)

Situation 2

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere; e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in courts-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th I.N, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
TROTTER, WILLIAM GREGG	999-00-8888	PFC E-3	A POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
			963-1973

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
WINSTAN, MA-~~NP~~ PRINCETON, NJ	ARCOM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
CPT	WILLIAM SMITH	WS			
SFC	GEORGE CLARK	X			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NOT USED	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

ANSWERS TO SELF-EVALUATION EXERCISE

Situation 3

NAME: HARROW, John R. SSN: 000-77-6666

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940828	ASNJ/940827/DDYES/AAZAC////	940827					
	9992.						

Note 1 P=Processed U=Unprocessed

DA FORM 2475-2 (Reverse)

PERSONNEL DATA · SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
a. Permanent historical and legal document pertaining to the individual shown thereon during the period of assignment/attachment with a specific unit.
b. Is the replacement document for the Morning Report (DA Form 1) for unit supported by the Standard Installation Division Personnel System (SIDPERS).

ROUTINE USES:
a. Provide unit/PAC clerk with personnel information which, in conjunction with appropriate source documents, enable the unit/PAC clerk to prepare SIDPERS change reports to update field and HQDA data bases.
b. Recording of this change data on the reverse side Part II to provide an audit trail of incidents/occurrences.
c. Reconcile assigned/attached strength of the unit against rosters, unit manning reports and other strength related documents.
d. Recording of other personnel management data not otherwise shown elsewhere, e.g., local address, phone number for emergency and alert purposes.
e. May be used as a substitute for the Personnel Action, DA Form 4187 as an evidentiary document in court-martial proceedings.

DISCLOSURE: Mandatory disclosure of local address, telephone number, and name and address of next-of-kin is required for emergency notification. Failure to disclose these data could result in delayed notification of emergency to the soldier and/or next-of-kin.

PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 24th IN Div (Mech), Ft Atterbury, IN 46124-9211

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
HARROW, JOHN R.	000-77-6666	PFC E-3	

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	NOT USED	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

If your answers looked like these, you are ready to go on and take the posttest. If you had any trouble completing the exercise, review the material again.

-SAMPLE-

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

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PART I

ORGANIZATION *(UPC)*				
UNIT/STATION				
1. NAME *(Last, first, middle)*		2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS *(Include ZIP Code)*		8. LOCAL PHONE NO.
9. NEXT OF KIN *(Name and address) (Include ZIP Code)*				10. HOME OF RECORD
11. PLACE OF BIRTH		12. HIGHEST AWARD(S)		
13a. SQT PRIMARY *(Score and date)*		13b. SQT SECONDARY *(Score and date)*		
14.	15.	16.		17.
REMARKS				

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

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COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NOT USED	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 28 SEP 75 ARE OBSOLETE.

TEC LESSON

-SAMPLE-

NAME	SSN

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS

Note 1. P=Processed U=Unprocessed

☆U.S. G.P.O. 1978-765-124/86

DA FORM 2475-2 (Reverse)

PRETEST/POSTTEST ANSWER KEY

This is the answer key to the Pretest/Posttest for lesson 500-121-8184-A. The student must have ten or more correct answers to pass this test and Part II must be 100 percent correct or the lesson must be retaken. Give one point for each correct, temporary or permanent entry as shown below:

1. Blank; (see page 67) Permanent entry.
2. Bennett; (see page 70) Permanent entry.

PART II

1. Blank; block 3, (SP4 E-4) Temporary entry.
2. Blank; block 6, (2137) Temporary entry.
3. Zimmerman; block 8, (761-2122) Temporary entry.
4. Zimmerman; block 12, (ARCOM) Temporary entry.
5. Zimmerman; block, signature (2LT DAVID EVANS) Permanent entry.
6. Bennett; Organization (UPC) (AAZAC) Permanent entry.
7. Bennett; Unit, (Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Fort Atterbury, IN 46124-9311
   Permanent Entry.
8. Bennett; block 1 (BENNETT, TIMOTHY J.) Permanent entry.
9. Bennett; block 2, (394-59-1948) Permanent entry.
10. Bennett; block 3, (PFC E-3) Temporary entry.

Note: Pages 66, 67, 68, 69 and 70 contain the answer keys for DA Forms 2475-2. All permanent entries are typed. All temporary entries are handwritten.

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1, the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
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PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
BLANK, WALTER DAVID	493-85-1099	SP4 E-4	O POS

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
Pers Admin Spec	2137	1080 W. ELM ST FT ATTERBURY, IN 46124	526-8910

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
WANDA J. BLANK (WIFE) 1080 W. ELM ST FT ATTERBURY, IN 46124	CHICAGO, IL

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)
CHICAGO, IL	ARCOM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
11B 89/OCT 83	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
1LT	JOE WILLIAMS	JW			

CERTIFICATE

I certify that the initials appearing above opposite the name and on the reverse side of this form are those of myself as Commander/designated Bn PAC representative or my authorized representatives. I further certify that the entry on the reverse side as initialed is a true statement as pertains to the individual indicated hereon for the reporting period.

COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES NOT USED	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R - PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

PRETEST/POSTTEST ANSWER KEY

NAME	SSN
BLANK, WALTER DAVID	493-85-1099

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940120	ARR/940119/OVME1/AAZAC////						
	AR30	940119	JW	AR940123			
940715	GRCH/SP4/D/940715.	940715					

Note 1. P=Processed U=Unprocessed

☆ U.S. G.P.O. 1981-765-042/1119

DA FORM 2475-2 (Reverse)

PRETEST/POSTTEST ANSWER KEY

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S):
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PART I

ORGANIZATION (UPC): AAZAC

UNIT/STATION: Co A, 3d Bn., 77th IN, 54th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, first, middle)	2. SSN	3. GRADE & PAY GRADE	4. BLOOD TYPE
ZIMMERMAN, WAYNE CHARLES	444-34-6442	PFC E-3	A RH+

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.
P.A.S.	0648	430 GREEN ST FT ATTERBURY, IN 46124	761-2122

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD
DIANE ZIMMERMAN (WIFE) 430 GREEN ST FT ATTERBURY, IN 46124	BUFFALO, NY

11. PLACE OF BIRTH	12. HIGHEST AWARDS
BUFFALO, NY	ARCOM

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)
71L 90/AUG 92	

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS
1LT	JOE WILLIAMS	JW			
2LT	DAVID EVANS	X			

CERTIFICATE

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COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
	NOT USED		
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R · PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

PRETEST/POSTTEST ANSWER KEY

PERSONNEL DATA - SIDPERS

For use of this form, see AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY Title 5, United States Code, Section 301.

PRINCIPAL PURPOSE(S)
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PART I

ORGANIZATION (UIC): AAZAC

UNIT/STATION: Co A, 3d Bn, 77th IN, 34th IN Div (Mech), Ft Atterbury, IN 46124-9311

1. NAME (Last, First, Middle)	2. SSN	3. GRADE	4. BLOOD TYPE
BENNETT, TIMOTHY J.	394-59-1948	PFC E-3	

5. DUTY ASSIGNMENT	6. DUTY PHONE NUMBER	7. LOCAL ADDRESS (Include ZIP Code)	8. LOCAL PHONE NO.

9. NEXT OF KIN (Name and address) (Include ZIP Code)	10. HOME OF RECORD

11. PLACE OF BIRTH	12. HIGHEST AWARD(S)

13a. SQT PRIMARY (Score and date)	13b. SQT SECONDARY (Score and date)

14.	15.	16.	17.

REMARKS

COMMANDER'S OR AUTHORIZED REPRESENTATIVE'S GRADE, NAME AND INITIALS

GRADE	NAME	INITIALS	GRADE	NAME	INITIALS

CERTIFICATE

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COMMANDER	TENURE DATES NOT USED	COMMANDER	TENURE DATES
COMMANDER	TENURE DATES	COMMANDER	TENURE DATES

DA FORM 1 OCT 77 2475-2

EDITION OF 1 JAN 74 AND DA FORM 2475-2R · PRIVACY ACT STATEMENT, 26 SEP 75 ARE OBSOLETE.

PRETEST/POSTTEST ANSWER KEY

NAME	SSN
BENNETT, TIMOTHY J.	394-59-1948

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940730	ASN1/940729/1N2U07AAZAC//// 9992.	940729					

Note 1. P=Processed U=Unprocessed

U.S. Government Printing Office: 1981—341-648/8697

DA FORM 2475-2 (Reverse)

U.S. GOVERNMENT PRINTING OFFICE: 1986—643-064/746

PRETEST/POSTTEST ANSWER KEY